



**City of Long Beach Department of Health and
Human Services
Bureau of Preventive Health**

REQUEST FOR PROPOSALS

**HIV/AIDS Prevention and Care Needs Assessment for Long Beach and Service
Planning Area 8**

July 24, 2006

DEADLINE FOR SUBMISSION OF PROPOSALS: AUGUST 14, 2006

INTRODUCTION

The City of Long Beach Department of Health and Human Services (DHHS) is seeking a contractor to conduct a Needs Assessment of HIV/AIDS Prevention and Care in order to identify the HIV care and treatment needs of diverse populations in Long Beach and Service Planning Area (SPA) 8. This information will be used by the City of Long Beach Comprehensive HIV Planning Group and the SPA 8 Service Provider Network to determine HIV service priorities and funding allocation for HIV prevention and education dollars. The study will focus on special populations identified in the 2000 Long Beach Comprehensive HIV Prevention Plan and 2003 HIV/AIDS Prevention and Care Needs Assessment:

Men who have sex with men

Drug users/injection drug users

High-risk HIV-positive individuals (individuals who are aware of their positive HIV status and still engage in unsafe behaviors, including sharing needles and equipment and/or having unprotected sex)

High-risk women

Out-of-care people living with HIV/AIDS

Homeless individuals

SCOPE OF WORK

The 2006 Long Beach and SPA 8 HIV/AIDS Care and Prevention Needs Assessment is intended to serve as a tool to guide the Long Beach Comprehensive HIV Planning Group and SPA 8 SPN in making decisions about the HIV service needs in Long Beach and SPA 8. The researcher (contractor) developing the Needs Assessment must:

1. Update the HIV/AIDS epidemiology section of the 2003 Needs Assessment. Trend data over the last 2-3 years should be thoroughly discussed.

2. After reviewing the demographics of respondents to the 2003 Needs Assessment, determine appropriate sample sizes for each special population under study. The contractor should use the previously developed survey instrument and choose the samples by random stratified sampling. Data from the City of Long Beach HIV/AIDS Surveillance Program and Los Angeles County must be used when aggregating results. In addition, the contractor must collaborate with the Center for Behavioral Research and Services (CBRS) at California State University Long Beach to use data relevant to the purpose of this needs assessment.
3. Identify which segments of the HIV/AIDS infected and affected community are unable to access HIV services at any point in the current continuum of care. This may require use of non-random sampling procedures or other methods to identify individuals who know their status but are not receiving primary health care.
4. Prepare a report describing:
 - successful service delivery models used to provide services to individuals in the priority populations; and
 - recommendations as to how the Long Beach Comprehensive HIV Planning Group, SPA 8 SPN, and the community will be able to reduce the barriers and to respond to changing circumstances.
5. Work cooperatively with the Long Beach Comprehensive HIV Planning Group, SPA 8 SPN, and Long Beach DHHS to identify all components needed to complete the Plan.
6. Develop and present a weekly/monthly work plan and provide weekly updates to the Long Beach DHHS and monthly updates to the Long Beach Comprehensive HIV Planning Group and SPA 8 SPN. The monthly updates should be done at the regularly scheduled Long Beach Comprehensive HIV Planning Group and SPA 8 SPN meetings; weekly updates may be done in writing and be faxed or delivered in person.
7. Identify new priority populations as determined by the needs assessment.

DELIVERABLES

The HIV/AIDS Care and Needs Assessment for Long Beach and Service Planning Area 8 Report must be presented in written format complete with references and final recommendations. The narrative must be enhanced with graphs, charts, computerized maps, and other visuals that will improve clarity and understanding. Furthermore, the narrative must be written in a lay-language style that is accessible for diverse readers. There should be a break-out report on each priority population; other specific requirements for the final report will be negotiated between the contractor and the Long Beach DHHS. The final report should include a prioritized list of services for each priority population surveyed.

The HIV/AIDS Care and Needs Assessment for Long Beach and Service Planning Area 8 Report is produced with public funds and becomes the property of the Long Beach DHHS. The use of public funds for the development of the document should be appropriately noted in the document. The Plan will be a public document and available upon request for public review.

Specific deliverables will include:

A draft project outline and short presentation to the Long Beach Comprehensive HIV Planning Group and the SPA 8 SPN by **September 30, 2006**.

Final document reflecting all appropriate changes no later than January 31, 2007; copy, bind, and deliver 5 copies of the document to the Bureau of Preventive Health of the Long Beach DHHS.

Full presentation to the Long Beach Comprehensive HIV Planning Group and SPA 8 SPN by **March 31, 2007**.

Ten (10) hours of consultation services provided to the Long Beach Comprehensive HIV Planning Group and SPA 8 SPN or individual designated by the Chair to ensure that the Plan is understood and implemented effectively.

Monthly written reports presented to the Prevention Services Officer and the SPA 8 SPN Coordinator.

ELIGIBILITY, AVAILABILITY OF FUNDS, AND TERMS OF AGREEMENT

Eligibility

The City of Long Beach DHHS is seeking professional services from community and private research/consulting firms or colleges/universities to design, implement, and conduct analysis for the HIV/AIDS Care and Needs Assessment for Long Beach and Service Planning Area 8. The applicant must demonstrate:

- A capacity to conduct large-scale/regional and city-wide research projects;
- Experience in community health systems and social services assessment, particularly with HIV-infected individuals and diverse populations (*e.g.*, women, homeless individuals, injection drug users, men who have sex with men);
- Appropriate analytical and statistical capacity to conduct the assessment;
- Inclusion and participation of HIV-infected individuals and diverse populations in the design and implementation of the needs assessment process;
- Familiarity with the Long Beach and South Bay communities;
- Capacity to provide translation, interpretation, and facilitation services to non-English speaking communities.

Availability of Funds

The Long Beach DHHS has allocated \$20,000 to support the costs of the HIV/AIDS Prevention and Care Needs Assessment for Long Beach and Service Planning Area 8. The contract period is **September 1, 2006 – April 30, 2007** with a final draft of the report completed by **December 31, 2006** in order to contribute to the mandated responsibilities of the Long Beach Comprehensive HIV Planning Group and SPA 8 SPN.

Terms of Agreement

The applicant must work closely and cooperatively with the Long Beach Comprehensive HIV Planning Group, SPA 8 SPN, and the Long Beach DHHS. The purpose of this relationship is to:

- Assure accountability on the part of the applicant in terms of work products and time frames
- Ensure involvement of PLWHA in the needs assessment process, and
- Facilitate the removal of barriers to an effective research process.

SUBMISSION REQUIREMENTS

Beginning **July 24, 2006**, the RFP may be obtained on the Long Beach DHHS website (www.longbeach.gov/health). The application includes:

Applicant Description and Capability (2 pages) – provide a description of the applicant agency/organization including mission statement (if any); describe the research, evaluation, and/or service systems planning capabilities of the applicant agency/organization. Include areas of expertise among staff as well as technical capacities (*e.g.*, specialized research skills, analytical capabilities, equipment). Discuss recent (within the last two years) work and products in community health systems research, planning, and evaluation and other relevant work. Resumes of the project must be attached to the proposal.

Experience with HIV-Infected/Affected Populations and Communities (2 pages) – describe the applicant's experience and existing work relationships with populations at risk for HIV/AIDS or with communities with high incidences of HIV/AIDS. Discuss multicultural competencies and sensitivities in terms of staffing and skills. Indicate any experience in locating and assessing the needs of individuals who are not part of the service system.

Scope of Work (4 pages) – describe the plan, theoretical frameworks, and methodologies that will be used to meet the Scope of Work outlined in the RFP. A detailed Project Work Plan with goals, objectives, tasks and time lines must be included in this section.

Project Budget and Budget Narrative (2 pages) – provide a line item budget reflecting the costs for completing the HIV/AIDS Care and Needs Assessment for Long Beach and Service Planning Area 8. For each cost, please provide a narrative justification.

NOTE: Administrative overhead is limited to 10% of total costs.

Proposals must be typed and single-spaced with 1 inch margins on all sides. Print only on the front of each page and sequentially number the pages of the proposal and all attachments. Type size should be 12 point.

An original and three (3) copies of the application must be received **by 4:00 p.m., August 14, 2006** at the Long Beach DHHS Main Facility at 2525 Grand Avenue, Long Beach, CA 90815. ***Neither materials received after the deadline or faxed applications received anytime will be considered.*** Applications must be complete at the time of submission and will be logged-in upon receipt; the Long Beach DHHS is not responsible for failed mailing and overnight delivery attempts.

EVALUATION CRITERIA

The proposals submitted in response to this RFP will be evaluated by individuals serving on the Long Comprehensive HIV Planning Group, SPA 8 SPN, and the Long Beach DHHS. Proposals will be scored based on the following maximum points (total = 100):

Applicant Description and Capability – 20 points

Experience with HIV-Infected/Affected Populations and Communities – 20 points

Scope of Work including Timeline – 45 points

Budget/Cost-Benefit – 15 points

If necessary, up to three applicants with the highest scores will be selected to provide an oral presentation reviewing their application. In the event that interviews are used, the written review process will count 80% and the interview will count 20% of the total score (in other words, up to 25 additional points may be added to the applicant's total score based on the interview). No application with a score below 50 on the application will be considered for funding.

CONTACT INFORMATION

Technical assistance questions regarding **the goals of the study, the scope of work, budget, or the deliverables** may be directed to Cheryl Barrit at 562 570-7920 or Teresa Castillo at 562-570-4331.